King County 2009 Emergency Budget Furlough

Payroll Processing Guide

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Payroll Bulletin

December 12, 2008

The first furlough day of 2009, January 2, is rapidly approaching. In order to meet the payroll deadlines, central Payroll Operations has made some adjustments to the processing schedules and/or the processes for both the PeopleSoft and MSA payrolls.

MSA Payroll

Typically, the January 5 payroll would be available for pick up on January 2 after 2:30 p.m. However, due to the scheduled furlough day, the following will happen:

- Central Payroll Operations will have only the pay *warrants* ready for pick up on Wednesday, December 31 after 2:00 p.m. To the extent possible, please do not distribute the warrants to employees until payday (January 5). For those employees on early shifts you may distribute the warrants earlier, but ask the employees to not cash the warrants until January 5. As always, please keep the warrants in a secure location until they are distributed to the employees.
- No pay warrants will be sent through interoffice mail. If you do not pick the warrants up on Wednesday, December 31, you may pick them up on Monday with the pay advices.
- Central Payroll Operations will open at 7:00 a.m. on Monday, January 5 for you to pick up the pay advices to distribute to your employees.

PeopleSoft Payroll

Typically, the January 8 payroll would be processed on January 2. Since we are closed that day, the following adjustments in the processing schedule are necessary:

- The HR input deadline is Friday, December 26 instead of Monday, December 29.
- The Time and Labor deadline is Tuesday, December 30 instead of Wednesday, December 31. All Time data must be received by December 30
- It is vital to meet these adjusted deadlines in order for the January 8 payroll to be timely and correct.
- Due to the shortened work week, there isn't any room in the schedule for exceptions.

This is a good opportunity to remind your employees who receive pay warrants to sign up for direct deposit. With direct deposit they can then be confident that their pay will be deposited in their bank account on pay day.

Furlough Payroll Processing

MSA/POL

1. Furlough Day Taken

MSA Hours Type Code YF (FURUPDACC) will be used to identify a furlough day that has been taken.

Hours coded YF will be used in calculating accruals.

POL Hours Type Code **FUA** (FURUPDACC) will be used to identify a furlough day that has been taken. It will map from POL to the YF code in MSA. FUA in POL will not dock pay. The reduction of earnings will happen in MSA.

If a furlough eligible employee works on a scheduled furlough day, the hours should be recorded in POL as regular hours.

2. Employee's Worked Extra Hours During a Furlough Week

MSA DOE YE (FUREXTRHRS) will be used to identify when a pay code 5 employee works additional hours during a week they observed a furlough day.

POL DOE code **YE** will be used to identify when a pay code 5 employee works additional hours during a week they observed a furlough day. This will transfer from POL to MSA as an R1 transaction to add those hrs to an employee's pay on the week they are being treated hourly.

3. Intent to Retire

POL will have a table provided by Labor Relations of all furlough ineligible employees for each current pay period.

This table will include the Retirement Declared and Wage Rate exceptions.

Each agency will be responsible for reporting vacation hours for those employees on the Declared Retiree list or the Wage Rate list.

4. Pre-populated Furlough Hours

The POL system will pre-populate a furlough hours entry line on the 10 furlough days noted below unless the agency has specifically asked to be excluded from the program being built to manage this.

The Hours Type Code established for furlough hours unpaid and eligible for accruals is FUA.

- Friday, January 2, 2009
- Friday, February 13, 2009
- Friday, April 10, 2009
- Friday, May 22, 2009
- Friday, June 19, 2009
- Monday, July 6, 2009
- Friday, September 4, 2009
- Monday, October 12, 2009
- Wednesday, November 25, 2009
- Thursday, December 24, 2009

MSA/POL continued

4. Pre-populated Furlough Hours continued

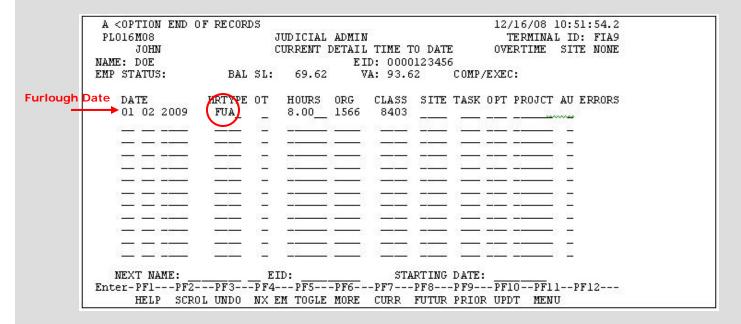
The pre-population of hours will be set up based on the following:

- Agencies that currently have daily activity populated based on the schedule code in POL the
 furlough hours will populate based on the schedule code for only paycode 5 employees. When
 the schedule code identifies the furlough day is a scheduled day off, no line of entry will be
 posted. When no schedule code exists in POL, the system will default to the Guaranteed Hours
 listed in MSA.
- Agencies that do no have daily activity populated based on the schedule code in POL the
 furlough hours will populate based on the schedule code for only paycode 5 employees. When
 the schedule code identifies the furlough day is a scheduled day off, no line of entry will be
 posted. When no schedule code exists in POL, the system will default to the Guaranteed Hours
 listed in MSA.
- No populated entry will be done for pay code 1 employees or employees appearing on the
 master list of ineligible employees. A line of furlough entry will be populated for the Declared
 Retirees and those employees falling in the special Wage Rate category.

Agencies with employees approved for alternate furlough days must either delete the pre-populated furlough hours or amend the pre-populated date.

Furlough reporting should be done in POL using the Daily Time Entry option A, or the Detail Time to Date option 3 from the main menu. This entry can be made at both the POLS and POLM level and can be changed as any other exception entry such as sick or vacation.

Special Note: Your agency's screen may appear different than the example based on your individual agency needs.



MSA/POL continued . . .

4. Pre-populated Furlough Hours continued

Additional hours should be reported using the code YE on the Lump Sum screen option 6 from the main menu. The entry should appear as shown in the screen shot below.

Special Note: When entering YE, the number of additional hours must be entered. The system will automatically pick up the employee's straight time rate from the MSA master file. If the employee is due those hours at an overtime rate of pay, the Agency will need to calculate the overtime rate and post it in the rate field.

Each agency has the option to post a reason in the MEMO field. This is not required.

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January 2009 Payroll Processing Calendar MSA

SU	M	Т	W	TH	F	SA		
21	22	23	24	H 25	26	27		
28	29	30	31	H 1	F 2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	H 19	20	21	22	23	24		
25	26	27	28	29	30	31		
H Holiday F Furlough Date								
	Semi-Monthly Payday				No MSA/POL Data Entry			
POL Cutoff Date 5 p.m.				ACH Report/Delivery				

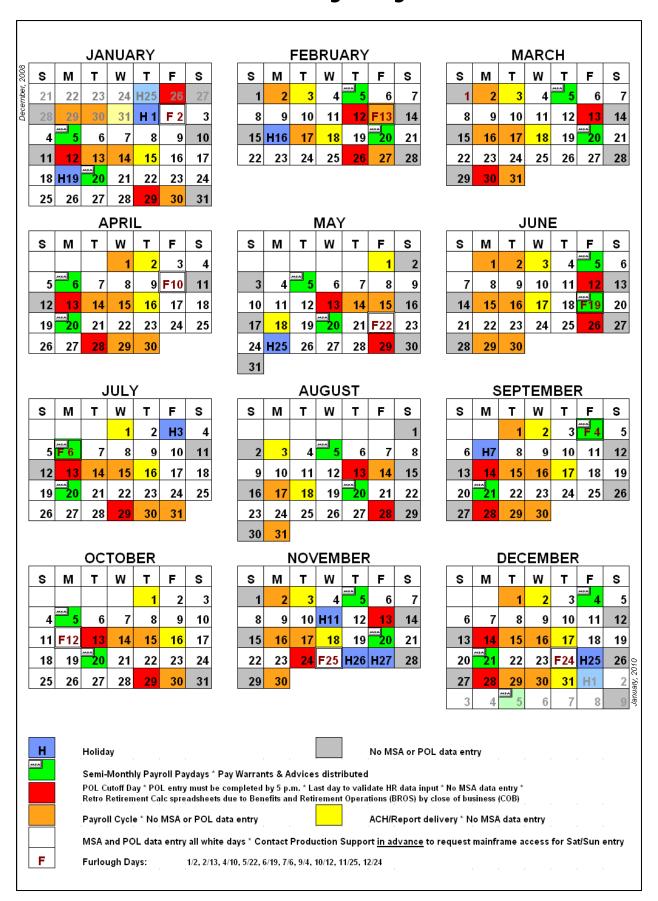
IMPORTANT NOTES

• Payroll Operations will be closed Jan. 2 for the scheduled furlough day.

Payroll Cycle

• *Only* pay warrants will be ready on Wednesday, Dec. 31 to be picked up after 2 p.m. from Payroll Operations for distribution to employees by departments and agencies. To the extent possible, please do not distribute warrants to employees until payday. Caution employees to not cash any warrant prior to Jan. 5.

2009 Semi-Monthly Payroll Calendar



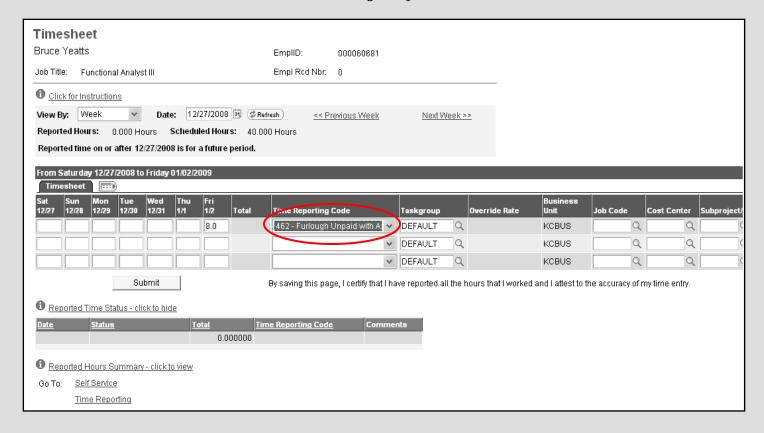
Furlough Payroll Processing

PeopleSoft

1. Furlough Day Taken

PeopleSoft TRC (Time Reporting Code) **462** will be used in Time and Labor to identify a Furlough Day that has been taken.

Non-exempt employees (positive time reporters) and FLSA Exempt employees (positive and exception time reporters) who enter time in Self Service > My Time Reporting > Timesheet will use TRC 462 on the Furlough Day.

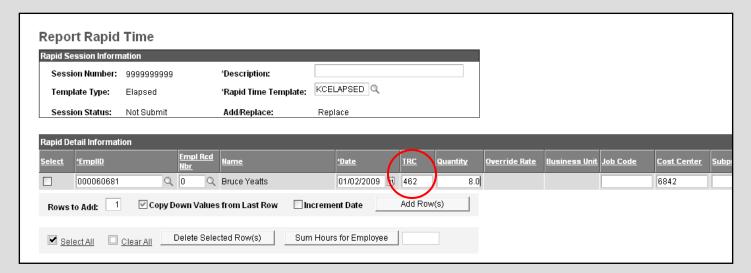


• Employees who enter their time on a paper timesheet will use **TRC code 462** for the **Furlough Day Taken**.

PeopleSoft continued . . .

1. Furlough Day Taken continued

 Timekeepers who enter the employees' time in Rapid Time will use TRC Code 462 for the Furlough Day Taken and the appropriate TRC code(s) for the Furlough Day Worked (for example: TRC 005 Regular Earnings)



2. Exempt Employee Worked Furlough Day

The appropriate TRC code(s) are used to code the actual hours worked on a Furlough Day and additional hours worked during the Furlough week (for example: TRC 005 Regular Earnings, 010 Overtime).

3. Intent to Retire

PeopleSoft will have a table containing all furlough ineligible employees for each current pay period as identified by Labor Relations. This table will include the Retirement Declared and Wage Rate exceptions.

Each timekeeper will be responsible for reporting vacation hours for those employees on the Declared Retiree list or the Wage Rate list.

January 2009 Payroll Processing Calendar PeopleSoft

SU	M	Т	W	TH	F	SA
21	22	23	PEOPLE 24	H 25	26	27
28	29	30	31	H 1	F 2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H 19	20	21	22	23	24
25	26	27	28	29	30	



IMPORTANT NOTES

- Payroll Operations is closed on Friday, Jan. 2 for the scheduled furlough day.
- The HR input deadline is Friday, Dec. 26 instead of Monday, Dec. 2.
- Please note that the Timekeeper and BROS deadline is Tuesday, Dec. 30 instead of Wednesday, Dec. 31. and all Time Data must be received by Dec. 30.
- Payroll will be processed over the weekend and therefore all adjustments must be received by the end of the day on Dec. 31.

2009 Bi-Weekly Payroll Calendar

